

Professional and Managerial Branch
Water Utilities Group
Wastewater Series

WATER RECLAMATION AND BIOSOLIDS MANAGER

12/94

Summary

Under direction, oversee implementation, operation and administration of reclaimed water sales, biosolids disposal, or similar programs.

Typical Duties

Plan, organize, direct, and review current, on-going water utility operations and internal and contract projects such as transportation and disposal of biosolids, reclaimed water sales, or similar programs. Involves: coordinating the preparation of reclaimed water use and biosolids use contracts and amendments with legal staff; conferring with customers and regulatory agencies regarding water quality or similar disputes; meeting with the public and potential customers to explain the benefits of water reclamation and biosolids programs, provide technical assistance and encourage participation.

Participate in developing and implementing policies, goals and standards. Involves: maintaining current knowledge of pertinent Environmental Protection Agency (EPA) and Texas Natural Resource Conservation Commission (TNRCC) regulations; preparing technical reports on subjects such as reclaimed water treatment and biosolids treatment, process controls, and quality analysis; communicating with departmental division managers and laboratory staff to ensure program goals and standards are being met; recommending action regarding program operations to management.

Administer reporting and permitting requirements and enforce compliance with environmental regulations. Involves: preparing complex TNRCC applications for biosolids disposal, use and reuse permits; collecting data on reclaimed water and biosolids treatment systems; inspecting user back flow prevention (BFP) devices on reclaimed water lines; taking corrective action to address failures to test and repair BFP devices.

Participate in fiscal operations such as equipment procurement and budgeting. Involves: determining need for and recommending and developing specifications for equipment, materials and services; estimating material and labor costs; negotiating and administering contracts; developing, monitoring and controlling annual section budget.

Select, assign, supervise, review and evaluate work of exempt and nonexempt supervisory and nonsupervisory service, technical, and administrative personnel. Involves: interviewing, placing, counseling, effectively recommending merit increases, discipline and termination; implementing and overseeing training programs to develop subordinates; enforcing personnel rules and regulations including those pertaining to standards to conduct, work attendance and safe work practices; ensuring availability of equipment in good working order; developing methods to improve efficiency.

Perform miscellaneous related professional and managerial duties as required. Involves: substituting for division head during absences if delegated to maintain continuity to services and operations; preparing and submitting monthly, quarterly and annual technical reports.

Minimum Qualifications

Training and Experience: Completion of bachelors of science in Civil, Chemical, Environmental, Sanitary or Agricultural Engineering and five years of professional experience in regulated environmental programs under EPA or TNRCC regulations; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: administrative and managerial principles, practices and procedures; water reclamation treatment processes, distribution systems and components; biosolids treatment processes; and laboratory testing. Good knowledge of: governmental regulations relating to water reclamation, biosolids treatment, use and disposal; environmental program management; mathematical, statistical and engineering analysis techniques. Some knowledge of: budget preparation and control procedures; business law; and municipal water utilities practices.

Ability to: impartially and objectively exercise managerial authority over subordinate employees, and recommend award or rejection of contracts; establish and maintain cooperative working relationships with other departments, officials, vendors and the general public; identify, diagnose and solve complex operational problems involving abstract considerations and nonstandard or changing situation affecting physical and natural resources; prepare cost estimates; communicate in depth technical explanations orally and in writing which includes preparing and presenting thorough, clear and concise reports; organize and administer records maintenance and related office services.

Skill in the use and operation of personal and mini computers and peripheral equipment.

Licenses and Certifications: Valid U.S. Driver's License.

Special Requirements: Requires registration as a Professional Engineer. Must be able to obtain registration as Professional Engineer in Texas within one (1) year following appointment.

Director of Personnel

Department Head

OFFICIAL